Contents

Court Improvement Project - Timeliness Measures

This section explains the correct entry of data to collect the required information from Juvenile CHINS (JC) and Juvenile Parental Termination (JT) cases. The information will be used to provide data for the CIP CHINS Timeliness Measures Project. Two data files, CHINS_PERM.CSV and CHINS_TIME.CSV, are created as a comma separated value (.csv) file. The .csv file will be used to create the Timeliness Measure Worksheet and Subsequent Hearing Worksheet provided by State Court Administration.

The software will collect data for Juvenile CHINS cases **opened** on or after October1, 2007 and **closed** between a specified date range. CHINS petitions filed that were later discharged under Indiana Code 31-34-11-3 should be excluded.

The CIP Timeliness Measures has three sections; Cover Page, Timeliness Measure Worksheet and Subsequent Hearing Worksheet. It collects 5 standard measures; Time to First Permanency Hearing, Time to Subsequent Permanency Hearings, Time to Permanent Placement, Time to Termination of Parental Petition and Time to Termination of Parental Rights. Each section is explained below.

Data Collection for Cover Page
The data for the median number of days for the timeliness measures will be calculated by the data in the Timeliness Measures Worksheet and Subsequent Hearing Worksheet. The cells Name of Reporting Judge and Preparer Information must be completed manually.

Data Collection for Timeliness Measures Worksheet
The fields listed below collect the appropriate data for the Timeliness Measure Worksheet and CHINS_TIME.CSV file.

Data Field for Excel Spreadsheet	Data Collected from Case Tracking System
CHINS Case Number	The case number comes from the Docket Screen, Cause Field on JC case. Cause No.　77C01-1202-JC-000502
Name	The Name from the Party Screen marked as Yes in the "Out of Home Placement?" field.
Date of Birth	The Date of Birth from the Party Screen marked as Yes in the "Out of Home Placement?" field.
CHINS Petition Date	The File Date of the JC Case from the Docket Screen Date Filed　02/17/2012

Out-Of-Home Placement *Note:* *Enter a "yes" if a child was removed at any time, for any period, during the life of this case. Removal includes foster placement, placement in a residential facility, placement with a relative, or placement with the non-custodial parent. If the child remained with the custodial parent, select "no" from the list.*	The field Out-Of-Home Placement is collected from the Party Screen from the party marked Yes to "Out of Home Placement?". *Note:* *This field will only be available for a "JC" filing type.*
4G First Perm Hearing *Note:* *Only enter dates for permanency hearings that meet the requirements of Indiana Code 31-34-21-7. This means that they are calendared as permanency hearings, a permanency plan is filed, and a permanency order is issued. A review hearing at which permanency is discussed* ***does not qualify*** *as a permanency hearing for the purposes of this form.*	The Calendar Screen and Earliest Hearing Date marked as a Permanency Hearing. `02/18/12 0930 AM    0A  ORDER APPROVING PERMANENCY PLAN` Existing Hearing codes can be used to indicate that the hearing is a Permanency Hearing. The existing hearing codes need to be marked as "Permanency" on the Hearing Code Administration Screen. See "Hearing Code Administration".
4N First Sub Perm Hearing *Note:* *Only enter dates for permanency hearings that meet the requirements of Indiana Code 31-34-21-7. This means that they are calendared as permanency hearings, a permanency plan is filed, and a permanency order is issued. A review hearing at which permanency is discussed* ***does not qualify*** *as a permanency hearing for the purposes of this form.*	The Calendar Screen and Next Hearing Date marked as a Permanency Hearing. All subsequent permanency/review hearing will need to be counted.

TPR Case Number *Note:* *Ideally, all parents will be under one case number, but that may not be the case in your jurisdiction.* *If a TPR petition is a mandatory petition filed under Indiana Code 31-35-2-4 and 31-35-2-4.5 and is intended to be dismissed at the time of filing, do not enter its date. However, mandatory petitions that are filed under these provisions and are intended to proceed should be included.*	The case number comes from the Docket Screen, Cause Field on JT case. Cause No. 77C01-1306-JT-000236
4H TPR Petition Date *Note:* ***More than one TPR in a case****: If there are separate TPR case numbers for different parents, but the TPR petition and order dates are the same, only enter one TPR case. However, if the parents have different TPR petition dates or TPR order dates, both TPRs should be entered. Additionally, if there were subsequent TPR petitions filed in a single case, both TPRs should be entered. In these cases, for each TPR petition, make a new line on the spreadsheet. On this line, repeat the CHINS case number and enter the new TPR case number, with the CHINS petition date and the relevant TPR dates.*	The Minute Date from the Minute Screen for the JT Case <u>grouped</u> to the CHINS Case Number where a minute code of "PTRF", "PTRM" or "PTRB" exists. • PTRF - PETITION TERM. RIGHTS - Father • PTRM - PETITION TERM. RIGHTS - Mother • PTRB - PETITION TERM. RIGHTS - Both *Note:* *See "<u>Creating a CHINS Group</u>" for more information on grouping cases.*

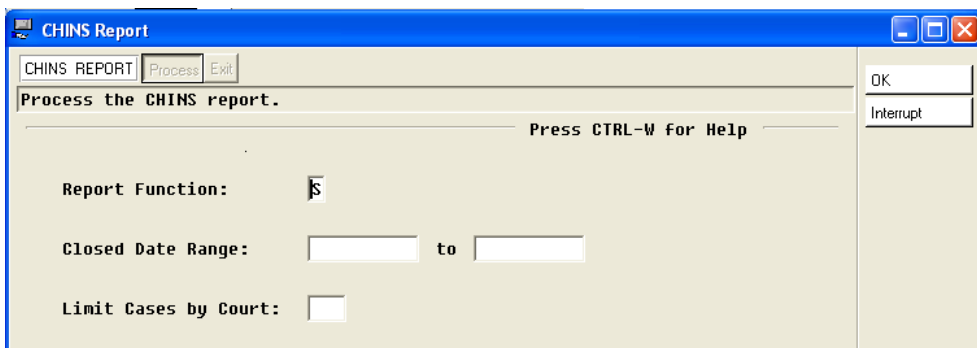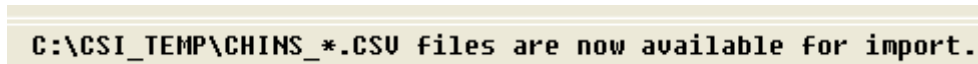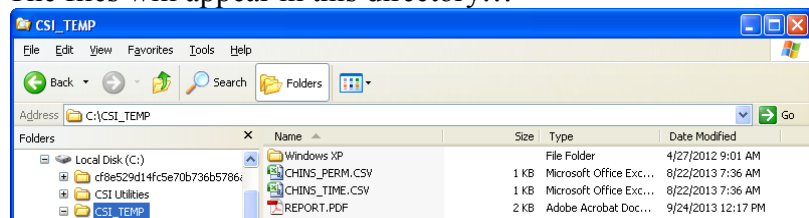|	
4I TPR Order Date *Note:* *If the TPR was denied, do not, enter a Minute Code.*	When Termination of Parental Rights order is signed by the judicial officer that frees a child for adoption (or other legal permanency) enter the minute code of • OTRF - ORDER TERM. RIGHTS - Father • OTRM - ORDER TERM. RIGHTS - Mother • OTRB - ORDER TERM. RIGHTS - Both The minute Date from that Entry will appear in the report
4A Wardship Terminated *Note:* *Enter the date that the wardship was terminated in the CHINS case. The wardship has been terminated at the point when there is no longer an open CHINS case, and therefore no longer any DCS involvement. This should be done through a court order.* **Use the date when the court order is entered into the CCS**.	The Minute Date on the Minute Entry using a Minute Code of JWTA, JWTR, JWTG, JWTP or JWTL will be the TPR Order Date. Minute Date 03/18/2013 Minute Code JWTA
Permanency Type	When the JC-Juvenile CHINS case is closed, enter the correct minute code to indicate the Permanent Placement. • JWTA - Adoption • JWTR - Reunification • JWTG - Guardianship • JWTP - Relative Placement • JWTL - Another PPLA

Data Collection for Subsequent Hearing Worksheet

The fields listed below collect the appropriate data for the Subsequent Hearing Worksheet and CHINS_PERM.CSV file.

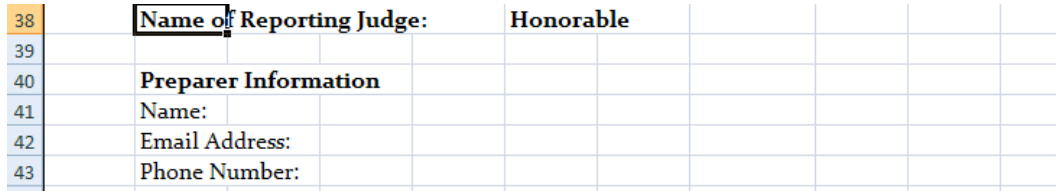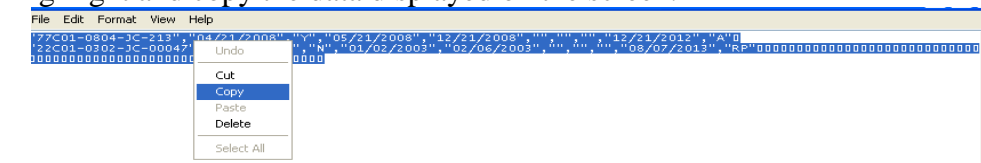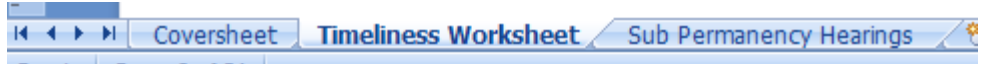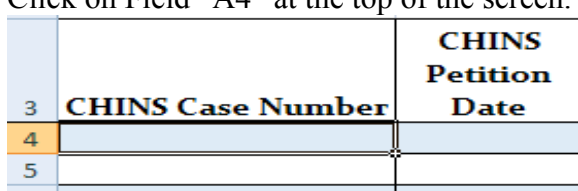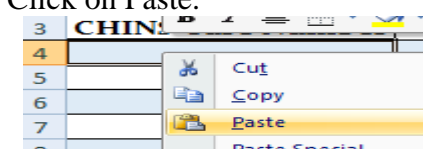| Data Field for Excel Spreadsheet	Data Collected from Case Tracking System
CHINS Case Number	The case number comes from the Docket Screen, Cause Field. Cause No. 77C01-1202-JC-000502
1st Subsequent Permanency Hearing	The Calendar Screen and Second Hearing Date marked as a Permanency Hearing. 03/18/12 0900 AM RH REVIEW HEARING Existing Hearing codes can be used to indicate that the hearing is a Permanency Hearing. The existing hearing codes need to be marked as "Permanency" on the Hearing Code Administration Screen. See "Hearing Code Administration".
2nd Subsequent Permanency through 6th Subsequent Permanency	Each subsequent hearing marked as a Permanency Hearing will be included on the data file in the appropriate column.
2nd SPH Days -6th SPH Days	These days are calculated by the worksheet.

Creating the CHINS Report and CSV Files

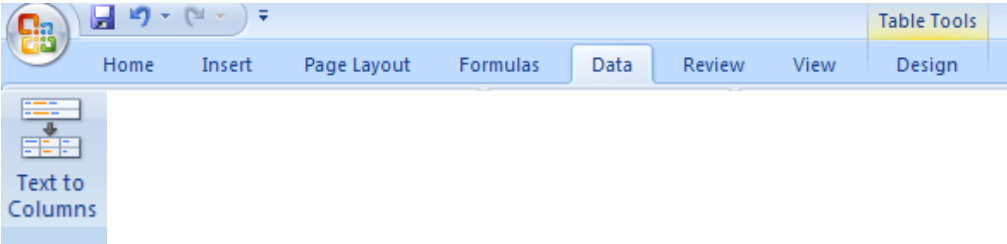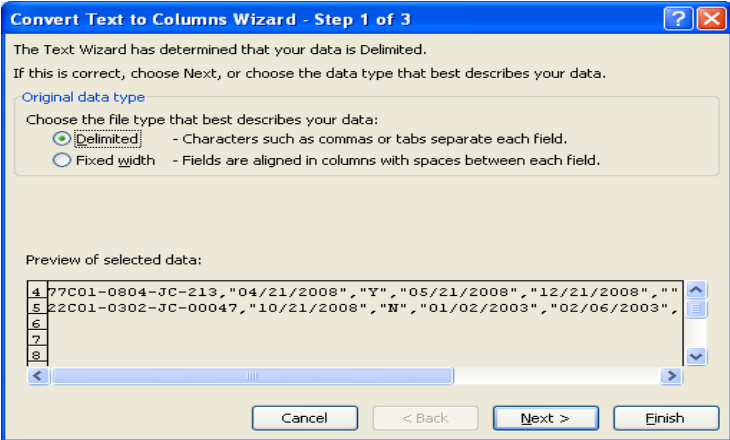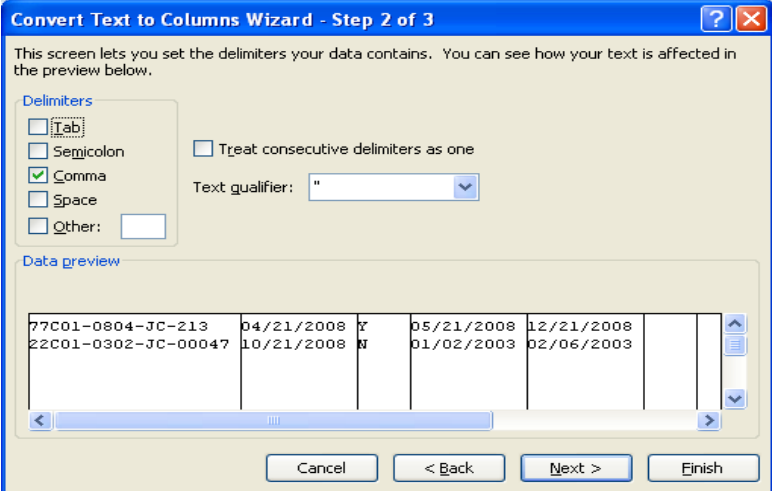Now that you have collected the data, it is time to generate the Timeliness Measures files.

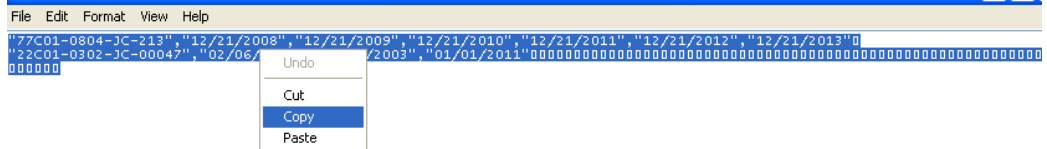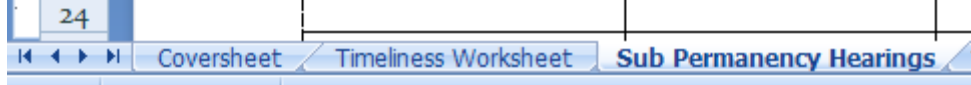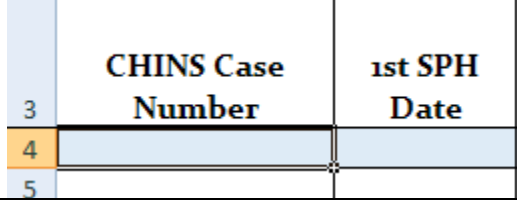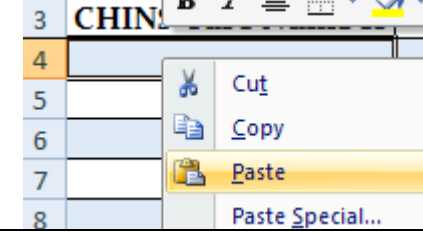| Step	Action
1.	Click Standard Reports. Case Tracking System | Main | Administration | Standard Reports | Exit
2.	Click CHINS Report. 15 - CHINS Report
3.	Click Process. Complete the data fields. **CHINS Report** CHINS REPORT | Process | Exit OK Interrupt Process the CHINS report. Press CTRL-W for Help Report Function: S Closed Date Range: _____ to _____ Limit Cases by Court: ____ **Report Function:** Enter the type of report to generate. The default is for the CSV data files. "S" for the CSV data files. **Closed Date Range:** Enter begin and end date for the desired quarter or date range. **Limit Case by Court:** Enter the court for the report. This message will display at the bottom of the screen indicating where the files are located. `C:\CSI_TEMP\CHINS_*.CSV files are now available for import.` The files will appear in this directory… **CSI_TEMP** window showing files: CHINS_PERM.CSV (1 KB, Microsoft Office Exc..., 8/22/2013 7:36 AM), CHINS_TIME.CSV (1 KB, Microsoft Office Exc..., 8/22/2013 7:36 AM), REPORT.PDF (2 KB, Adobe Acrobat Doc..., 9/24/2013 12:17 PM), Windows XP (File Folder, 4/27/2012 9:01 AM)

Transfer the CSV Files into Excel

After creating the CSV files, they must be converted into Excel to submit to State Court Administration. The files are saved to your PC in the directory C:\CSI_TEMP. The file names are **CHINS_TIME.CSV** (data for the Timeliness Measure Worksheet) and **CHINS_PERM.CSV** (data for the Subsequent Hearing Worksheet).

The instructions below were created using Microsoft Excel 2013. If you are using a different version of Excel, you screens may appear different and the instructions may vary.

Step 1.	Connect to http://www.in.gov/judiciary/cip/2653.htm
Step 2.	Click on file "Timeliness Measures Worksheet"
Step 3.	Click on Open File. A message may display at the bottom of the screen that it is downloading a file. When file is downloaded, it will open in Excel.
Step 4.	On "Coversheet" tab, complete the Report Verification Information and Preparer Information.
Step 5.	Find the file "CHINS_TIME.CSV" created when you ran the report. This file is located "C:\CSI_TEMP\. Open the file. Highlight and copy the data displayed on the screen.
Step 6.	Click on "Timeliness Worksheet" tab at the bottom of the screen.
Step 7.	Click on Field "A4" at the top of the screen.
Step 8.	Right Click to get an option to Paste. Click on Paste.

Step 9.	Option 1: the data will paste into the correct columns. Move to *Step 16.* Option 2: continue with steps below. The data from "CHINS_TIME.CSV will appear in column "A". Click in the cell "A4" which will highlight the column A of data. Click on menu tab "Data" at the top of the screen. Click on Icon "Text to Columns".
Step 10.	Convert Text to Columns Wizard will appear. Click Next.
Step 11.	Change Delimiters to "Comma". Uncheck Delimiters "Tab". Click on Finish.
Step 12.	Data will fill into the worksheet.

Step 13.	Find the file "CHINS_PERM.CSV" created when you ran the report. This file is located "C:\CSI_TEMP\. Open the file. Highlight and copy the data displayed on the screen.
Step 14	Click on "Sub Permanency Hearings" tab at the bottom of the screen.
Step 15.	Click on Field "A4" at the top of the screen.
Step 16.	Right Click to get an option to Paste. Click on Paste.
Step 17.	The data from "CHINS_TIME.CSV will populate the appropriate columns.
Step 18.	Save File.
Step 19.	Login to INcite and submit your CIP Timeliness Measures Report.

Creating a CHINS Group

In the instance of Petitions for Termination of Parental rights, the "JC" and "JT" cases must be related. To create this relationship, you will create a "case group". After the JT case has been filed, go to Case Processing to create the case group for the "JC" and "JT" case.

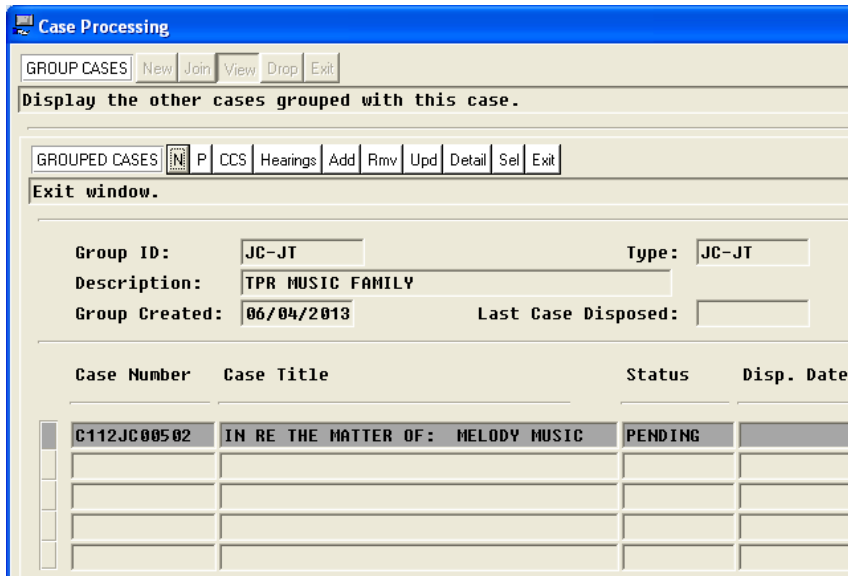Procedure:
Case Processing select the "JC" case
"Group_Case"
Select "New" and complete the screen as follows:

```
Indicate Type of Group:    JC-JT
Group Identifier:          JC-JT

Description:
TPR MUSIC FAMILY

Date Group Created:        06/04/2013
Date Group Disposed:
```

Field	Description
Type of Group *Required for Timeliness Measures.*	Type: "JC-JT" for JC-JT GROUP. This is a designated code and must be used for the software to recognize this group as part of the CIP Timeliness Measures Project.
Group Identifier	Type: "JC-JT". This is a free-form field to further identify the specific group.
Description	Type: "TPR – *FAMILY* NAME" This is a free-form field give the group a name, i.e., as the Smith Family, West Side Gang, etc.
Date Created	Defaults to the current date.
Date Disposed	The disposition date will carry over from the Offense or Sentencing screens.

Add JT Case(s) to Group

From the Group Cases menu, click [View] to view the cases that belong to the group. The group established will be displayed at the top of the screen. It will display the Group ID, Group Type, Group Description, date the Group was created, and the date the Group was disposed.

Select Add. Enter the "JT" case number for the parent/parents.

The following screen will appear showing both cases involved.